Step by step instructions to set up your household, add a stored payment and sign up for a time slot

Sign Up for Login:

1. https://morenci.recdesk.com/Community/Home
2. Click "**Log In**" in upper right-hand corner
3. Create **new account**
4. Enter your information and follow the prompts until your account is "**Pending Approval**". You will be notified via email once your account is approved.

Sign Up for Time Slot:

1. https://morenci.recdesk.com/Community/Home
2. Log into account then click **Programs**
3. Filter by Workout Time, Fitness Class or Library Computer Session, search for desired date and time, then click "**Register Now**"
4. Select member working out and fee type then select save. **This does not secure your time slot; you must continue through your cart and check out**
5. Continue through the prompts until you see "**Check Out has been successfully completed!**"

Adding Stored Payment to Your Profile:

This is recommended as we will not be taking payment at the door

Memberships are required starting October 1 in order to register for time slots

1. https://morenci.recdesk.com/Community/Home
2. Log into account, stay on "**account**" or "**profile**" page
3. On the left side of your profile, select "**Manage Payment Options**"
4. Click the blue, "**+Add Payment Option**", then fill out credit card information. Select **Submit**
5. Go to Membership tab, filter by all. Select the membership of enrollment
6. Follow the prompts then add to cart
7. In checkout, select the stored credit card and hit submit